

SENIOR PLUMBING INSPECTOR

Department: Planning and Development

Classification: Competitive

Specification Number: 3450

Approved: 1/19/23

Revised: By JG

MINIMUM QUALIFICATIONS

OPEN COMPETITIVE

Graduation from high school or possession of a high school equivalency diploma and four (4) years of satisfactory full-time, paid experience as a journey-level plumber, two (2) years of which must have been in a supervision or inspection of plumbing installation;

PROMOTIONAL

Two (2) years of permanent status as a Plumbing Inspector.

NECESSARY SPECIAL REQUIREMENT

1. Possession of a current, valid Operator's license, issued by the New York State, Department of Motor Vehicles at the time of appointment and throughout the time in this title and;
2. All employees hired after January 1, 1985, must have successfully completed the required basic training program entitled Minimum Standards for Code Enforcement Personnel, established by the State of New York Fire Fighting and Code Enforcement Personnel Standards and Education Commission.

DISTINGUISHING FEATURES OF THE CLASS

An individual in this title supervises and directs inspections of plumbing, sewer, and heating installations and ensures enforcement of laws, codes, and ordinances; under general supervision, the duties involve the supervision, direction, and training of subordinates engaged in plumbing inspection work and the performance of complex and final inspections. Performs related duties as required.

TYPICAL WORK ACTIVITIES

Supervises, directs, and trains subordinates engaged in making inspections and tests of plumbing, sewer, and heating installations;

Supervises processing and issuance of applications for licenses and permits;

Investigates complaints, and performs commercial, industrial, difficult, and final inspections;

Enforces and interprets codes and ordinances pertaining to area of responsibility, and recommends changes as deemed necessary;

Issues violations and summonses, directs re-inspections, and compiles data for hearings;

Reviews plumbing, heating, related plans, and specifications;

Issues Certificates of Approval for projects which meet department specifications;

Writes rejection notices citing reasons for rejection for those projects which do not meet the minimum standards;

Discusses plumbing and heating installation procedures with contractors, property owners and other interested parties, explains and interprets plumbing and heating codes and standards.

Determines changes necessary to effect compliance with applicable regulations;

Supervises maintenance of records and the preparation of reports.

KNOWLEDGE, SKILLS, ABILITIES and PERSONAL CHARACTERISTICS

Thorough knowledge of plumbing methods, practices, procedures, and terminology; Thorough knowledge of possible defects and faults in plumbing and heating systems, appliances, and standard testing procedures; Good knowledge of the codes and ordinances governing plumbing, sewer, and heating installation in the Town and ability to comprehend statutory requirements; Good knowledge of methods and requirements involved in processing and issuing applications for plumbing licenses and permits; Good knowledge of plumbing inspection methods and techniques; Ability to supervise and train subordinates in a manner conducive to optimal morale, performance, and productivity; Ability to read and interpret plumbing plans, specifications, blueprints, and ensure compliance with applicable codes and ordinances; Ability to enforce codes, ordinances, and laws pertaining to area of responsibility with firmness, tact, and impartiality; Ability to understand and follow written and oral instructions; Ability to express oneself clearly and concisely, orally and in writing; Ability to make reports and to ensure effective maintenance of necessary records; Physical condition commensurate to the demands of the position.